

## **XIX. JOB DESCRIPTION (Board 1998, 2009)**

### **A. GOVERNOR FOR BOX OFFICE**

1. Title: Governor for Box Office
2. Areas of Responsibility

This Governor is responsible for the management of all aspects of Box Office operations within the framework of approved policies and procedures, and according to the Bylaws of the Corporation.

#### 3. Detailed Responsibilities

- a. Plan the procedures to be followed by the volunteer members comprising the Box Office staff.
- b. Prepare or review the manual of Box Office procedures.
- c. Coordinate, recruit and oversee the training of all volunteers.
- d. Coordinate with the Box Office Manager who has the responsibility for the scheduling of Box Office volunteers.
- e. Open, or delegate the opening of, the Theatre and Box Office and be prepared to find a substitute to fill in for a volunteer who cannot serve.
- f. Prepare a statistical report on attendance and box office receipts following the close of each production for the Board of Governors.
- g. Provide the Business Manager with average ticket cost data for securing contracts as soon as subscriptions are closed for the season.
- h. Submit a comprehensive operating budget and income estimates to the Chair of the Budget Committee, yearly, on the date specified by the Committee.
- i. Adhere to the approved budget. Any possible and necessary over-run must be reported to the Board of Governors immediately.
- j. Coordinate with the Governor for Public Relations and the Governor for Seasonal Planning on the printing of a subscription brochure and schedule of productions for the season and any other subscription forms required.
- k. Administer the subscription program in coordination with the Business Office staff. Ensure that preparation and printing and dissemination of material (including tickets) are timely and that the Box Office volunteers are aware of the subscription program and its procedures.
- l. Keep a record of hours served by box office volunteers (including weekday daytime volunteers) and periodically tabulate for appropriate recognition.
- m. Coordinate requests for tickets by non-profit organizations.

## **B. GOVERNOR FOR ARTISTIC SUPPORT**

1. Title: Governor for Artistic Support

2. Areas of Responsibility

The Governor is responsible for all technical aspects or functions in the areas of costumes/wardrobe, make-up, set dressing, hair/wig, props, pianos, and synthesizers.

Governor is also responsible for maintaining the contents of the dressing rooms, sewing room, costume rooms, prop room, rehearsal room and offsite storage.

3. DETAILED RESPONSIBILITIES:

- a. Select and appoint chairs for the following technical areas within the Theatre: costumes/wardrobe, makeup, hair/wig, set dressing properties and musical instruments.
- b. Oversee the care and maintenance of equipment in and the following work spaces: dressing room, sewing room, costume rooms, prop room, rehearsal room and offsite storage. Replace the supplies in each area as required, and assure proper housekeeping is maintained.
- c. Ensure that approved policies for security and technical safety are known and adhered to by members of the staff.
- d. Coordinate closely with the Governor for Production on all activities related to the theatre's main stage and special productions.
- e. Ensure attendance by appropriate staff members at all production meetings.
- f. Coordinate directly or through staff members, with the Governor for Education on any class work, seminar, or intern program established by the Education Division in artistic areas.
- g. Submit a comprehensive operating budget request to the Chair of the Budget Committee, yearly, on the date specified by the Committee. This annual budget request should include requests for funds for immediate or future capital expenditures. Adhere to the approved budget. Any possible and necessary overrun must be reported to the Board of Governors immediately.
- h. Attend all strikes and ensure the attendance of appropriate staff persons.
- i. Maintain contents of shared off-site storage location in coordination with the Governor of Technical Support.
- j. Observe and report maintenance issues concerning offsite storage to the Business Manager.

**C. GOVERNOR FOR THE BUILDING**

1. Title: Governor for the Building

2. Areas of Responsibility

This Governor shall be responsible for the management of all real properties under ownership of LTA within the framework of the approved policies and procedures and according to the By-Laws of the Corporation.

3. Detailed Responsibilities:

- a. Manage repairs and alterations to the physical plant within the budget determined by the Budget Committee and approved by the Board of Governors.
- b. Act in cases of immediate emergency, except that an expenditure required for that emergency must have the approval of the Board of Governors as soon as practicable and possible. Notify the President immediately.
- c. Be responsible for safety and security measures required for the protection of guests, members and property of LTA.
- d. See that all expenditures or contracts proposed are in writing and shall have the Governors prior approval before being submitted to the Board of Governors for final approval.
- e. Submit an annual comprehensive operating budget request to the Chair of the Budget Committee, on the date specified by the Committee. This budget request shall also include requests for funds for immediate or future capital expenditures.
- f. Adhere to the approved budget. Any possible and necessary overrun must be reported to the Board of Governors immediately.
- g. Provide for and supervise the cleaning and ground keeping services of Theatre properties.
- h. Serve as liaison with the Business Manager to the Board of Governors regarding all theatre locks, keys, and fobs.
- i. Oversee the Building and Decorating Committees.
- k. Member of the ADA committee.

## **D. GOVERNOR FOR DEVELOPMENT**

1. Title - Governor for Development

2. Areas of Responsibility

This Governor is responsible for long term planning and financial development, within the framework of approved policies and procedures and according to the Bylaws of the Corporation. This Governor needs to be a more experienced member, with a strong financial background.

3. Detailed Responsibilities:

- a. Participate as a member of the Budget Committee and, Advanced Planning Committee. Act as liaison between these committees and the Board of Governors.
- b. Act as liaison between Nominating Committee and the Board of Governors.
- c. Coordinate theatre fund raising through (but not limited to) overseeing the Theatre's annual donation drive, preparing and submitting applications for grants, encouraging membership bequest, stock, and other financial donations.
- d. Communicate annually to Theatre members and subscribers on donation options and opportunities.
- e. Recommend to the Board of Governors special fund raisers.
- f. Coordinate special events and activities not associated with play productions, which are designed to raise funds for LTA as may be decided by the Board of Governors.
- g. Coordinate the input to and ensure issuance of the annual report at least one month prior to the annual membership meeting. Certain items must be included: Agenda of the Annual Meeting, Nominations, Explanations of Voting Procedure, Box Office attendance statistics, Summary of Play costs and profits, and a full Treasurer's Report.
- h. Provide other governors with the due date for input to the budget.
- i. Work with the Advance Planning Committee to determine and prioritize future major projects for the Theatre. Present such projects for Board or theatre membership approval, as applicable.
- j. Develop and nurture partners within the Alexandria community.
- k. Coordinate preview audiences through community organizations.
- l. Represent the theatre in the development of its donor base and maintain the Theatre's list of donors.

- m. Coordinate the Theatre's production sponsor program by seeking new sponsors, requesting feedback from existing sponsors, hosting the annual sponsor lottery.

## **E. GOVERNOR FOR EDUCATION**

1. Title: Governor for Education

2. Areas of Responsibility

This Governor shall manage the Education Department within the framework of approved policies and procedures and according to the By-Laws of the Corporation.

3. Detailed Responsibilities:

- a. Establish Curriculum, number of class sessions, number of hours of instruction and procedures relating to the Education Department, which are not in conflict with those established by the Board of Governors.
- b. Be responsible for managing the program as stated in item (a).
- c. Coordinate class schedules with the Business Manager, limiting Theatre use, to Monday nights and Saturday mornings in the Rehearsal Room. Other nights may be scheduled in the classroom or other spaces as available and coordinated through the Business Manager and Governor of Production.
- d. Select, monitor, and review the work of teachers. Determine the need to replace personnel if a class is not being successfully managed. The President must be informed if such action is being considered.
- e. Be responsible for managing the registration of pupils and interns.
- f. Be responsible for informing the Editors or Publicity Chair on matters relating to the work of the department.
- g. Collect student fees, submitting them to the Treasurer in the manner determined by that officer. Fees are determined by the Board of Governors. The percentage paid to teachers shall be recommended by the Education Governor, but approved by the Board of Governors (See Fee Schedule).
- h. Oversee the production of any Showcase of talent or any Workshop Program scheduled and approved by the Board of Governors. Coordinate with all Governors whose functions relate to such programs.
- i. Manage the Intern Program in cooperation with the Governors for Technical Support, Artistic Support and Production.
- j. Ensure that students keep the classroom orderly and clean and that curfew hours are kept.

- k. Ensure that students and teachers are fully aware of security measures to be taken and that security is maintained.
- l. Submit a comprehensive operating budget request to the Chair of the Budget Committee, yearly, on the date specified by that Committee. Adhere to the approved budget. Report any over-run to the Board of Governors immediately. Significant adjustments to income estimates also must be reported.

**F. GOVERNOR FOR FRONT OF HOUSE**

1. Title - Governor for Front of House

2. Areas of Responsibility

This Governor is responsible for overseeing all aspects of the management of the front of house, to include the following:

- a. Orientation, staffing, and overall management of house managers, assistant house managers, and ushers.
- b. Arranging for caterers, to include support staff, for all Double Tech Dinners and Opening Night Parties following consultation with Producers in the event this has been prearranged.
- c. Arrange for Preview Audience Night support staff.
- d. Orderliness and cleanliness of the following areas within the framework of approved policies and procedures according to the Bylaws of the Corporation:
  - i) Front outside entrance area
  - ii) Lobby
  - iii) Public lavatories
  - iv) Stairway to men's lavatory
  - v) Patio
  - vi) Special access entrance
  - vii) Auditorium
  - viii) Council Green Room
- e. This Governor is a member of the Decorating and ADA Committee.

3. Detailed Responsibilities:

- a. Select an assistant(s) for each function. NOTE: The Governor may elect to perform one or more of these functions himself, but should not attempt to perform all of them. Inform each assistant of applicable policies and procedures and supervise the setting up of his/her program. Aid each assistant in the selection and instruction of the member workers required.
- b. Maintain inventories and order materials or supplies for each function is the responsibility of the assistant of each function under procedures determined by

the Governor and within the budget requirements. The Business Manager may do this ordering under direction of the Governor.

- c. Act as liaison between assistants and Governors to ensure communication.
- d. Submit a comprehensive operating budget request to the chair of the Budget Committee, yearly, on the date specified by the Committee.
- e. Adhere to the approved budget. Any possible and necessary overrun must be reported to the Board of Governors immediately. Any adjustments to income estimates should be reported also.
- f. Specific Front of House Responsibilities:
  - i) A House Manager is required for each public performance, sponsored house, workshop and showcase production, membership meeting or other special event, including previews for invited guests. Ushers and refreshments are required for most of these events with the exception of sponsored performances.
  - ii) Governor shall coordinate the provision of candles, tablecloths, ornaments, etc.; examine furniture for polishing or repair; polish silver and brass; tidy the Council Green Room kitchen; clean the Council Green Room refrigerator; and ensure that LTA's policy of unavailability of furniture, etc., for use in other areas is adhered to.
  - iii) A Party Host/Hostess is required for the Opening Night Party for each show, and for any special event that the Board of Governors deems appropriate. The Governor for Front of House will request that the Business Manager/Treasurer issue a check for the Opening Night Party, giving the name of the Host/Hostess and the amount of the check.  
(Board March 1995)
- g. Serves as an ex-officio member of the Decorating Committee.
- h. Nominates member and serves as a member and liaison to the Board of the ADA Committee.
- i. Present or provide for presentation of an annual report at the Annual Meeting.
- j. Manage processing of all room requests consistent with established policies and procedures.
- k. Ensures effective program of materials recycle management with the support of the Business Manager.

## **G. GOVERNOR FOR MEMBERSHIP**

1. Title: Governor for Membership

2. Areas of Responsibility

This Governor is responsible for membership activities, including communicating with members, encouraging volunteers, and coordinating membership events such as the annual meeting and holiday party, within the framework of approved policies and procedures and according to the Bylaws of the Corporation.

3. Detailed Responsibilities:

a. Specific Membership responsibilities:

- i) Nurture and maintain new members and new volunteers. Collect and maintain membership information, including and especially areas of volunteer interest. Greet new members and facilitate communication with production teams, front of house, and/or box office staff. Inform them of opportunities for participation as well as Theatre policies and procedures.
- ii) Facilitate the dissemination of general theatre information to members, including arranging for writing, assembly, publication and dissemination of the theatre newsletter, The Floodlight.
- iii) Maintain records of activity for members and volunteers. Coordinate annual membership renewals.
- iv) Coordinate member events, especially the Annual Meeting, the annual Holiday Party, a New Member /Techie Appreciation dinner, and any special membership meetings as required.
- v) Maintain talent file and facilitate communication to prospective actors and crew for upcoming opportunities.

b. Select an assistant(s) for each function as appropriate. NOTE: The Governor may elect to perform one or more of these functions himself, but should not attempt to perform all of these. Inform each assistant of applicable policies and procedures and supervise the selection and instruction of the member workers required.

c. Ordering material or supplies for each function shall be the responsibility of the assistant of each function under procedures determined by the Governor and within the budget requirements. The Business Manager may do this ordering under direction of said chair.

d. Act as liaison between assistants and Governors to ensure communication.



- e. Submit a comprehensive operating budget request to the chair of the Budget Committee yearly, on the date specified by the Committee.
- f. Adhere to the approved budget. Any possible and necessary overrun must be reported to the Board of Governors immediately. Any adjustments to income estimates should be reported also.
- g. Arrange for the production of a directory of volunteer interest for the producers and crew chiefs each season. Publish a general membership directory in time for sale at the membership meeting.

## **G. GOVERNOR FOR PRODUCTION**

- 1. Title: Governor for Production
- 2. Areas of Responsibility (Board of Governors amended 1980)

This Governor is responsible for carrying out the producer function of the Board of Governors, within the framework of the approved policies and procedures, and according to the Bylaws of the Corporation.

- 3. Detailed Responsibilities:
  - a. Responsible for the artistic, technical and financial aspects of each play, and serves as the liaison between the officers of the Theatre and the Producers/Directors.
  - b. Empowered to veto decisions and actions of Producers and Directors which are in conflict with approved policies and procedures. Producers and Directors have recourse to the Board of Governors. The President shall be informed of any conflict and may schedule a hearing. Empowered to veto the casting of an individual chosen by the Director when that individual's unreliability for any portion of the work required has been demonstrated and is known. The Director has recourse to the Board of Governors, if so desired, at a regular or special meeting of that Body. A quorum must be present and the matter must be reflected in the minutes of that meeting.
  - c. When conflicts occur which relate to differences of opinion, misunderstandings, attitudes endangering the success of the production, behavior patterns which are contrary to those required for the cooperation needed to assure good working habits, etc., the Governor for Production shall be informed. If the matter needs discussion with all parties present, the President shall preside at a meeting to resolve the matter.
  - d. Establish policies and procedures related to all phases of production with approval by the Board of Governors.

- e. Initiate yearly reviews of all manuals relating to production and assure that all personnel have knowledge of such manuals and adhere to same.
- f. Monitor all phases of all productions, including One Acts and holiday fundraiser. Preside at all production meetings and attend all auditions and callbacks. Participate in casting discussions. The Governor for Production shall have the right to veto as described in 3.b above.
  - i) Productions should be limited to 2 1/2 hours. Running time shall be checked two weeks prior to opening.
  - ii) All aspects of the production must be consistent with the script and the directors proposed concept.
- g. The Production Governor will observe each show in rehearsal. Participants must be aware of this requirement so that they may be called upon in cases of questionable performances.
- h. Be responsible for distribution and collection of keys to each Producer.
- i. Cooperate with the Governor for Education on Intern Program.
- j. Submit a comprehensive operating budget request to the Chair of the Budget Committee, yearly, as specified by that Committee. Said budget shall include requirements for all the productions, including the one-acts, for the following year.
- k. Urge the Producers to adhere to the approved budget. Any potential or necessary overrun must be reported to the Board of Governors immediately.
- l. Coordinate with the Governor of Seasonal Planning to prepare the season's calendar and prepare a slate for approval by the Board of Governors.
- m. In cases of questionable performance of Producer/Director, the President and the Governor for Production shall call upon the Seasonal Planning Governor to observe and make the judgment for recommendation of removal from the position to the Board of Governors. The President shall be informed and shall participate in this matter.

## **I. GOVERNOR FOR PUBLIC RELATIONS**

- 1. Title: Governor for Public Relations
- 2. Areas of Responsibility

This Governor shall be responsible for managing all public relations functions of LTA, which shall include publications, publicity, and marketing within the framework of approved policies and procedures and according to the Bylaws of the Corporation.

### 3. Detailed Responsibilities:

#### a. Public Relations and Marketing

- i) Create and maintain an annual public relations and marketing plan, determining the type of public relations programs and marketing needs for the year with approval of the Board of Governors.
- ii) Select a staff to implement the program which may include persons to serve as speakers on selected subjects for participation in civic groups when requested.
- iii) Approval by the Board of Governors is required for participation in civic ceremonies, such as the Scottish Walk, First Night, etc.
- iv) Act as Chamber of Commerce representative and arrange any LTA participation in Chamber activities approved by the Board of Governors.

#### b. Publications

- i) Appoint an editor and oversee the production of the Playbill. Preparation of copy for each show is the responsibility of the Producer of that show. Securing advertisements for the Playbill is the responsibility of the Governor for Public Relations and the Theatre Business Manager. The Policy Manual states certain restrictions for the Playbill format (See Section XV-A).

#### c. Publicity

- i) Develop and maintain contacts with area media for productions, Theatre programs, and special events.
- ii) Oversee the work of photographers to cover appropriate Theatre events.
- iii) Ensure that all publicity releases are placed in a timely manner and, when possible, reviewed by the producers, director or other governors as appropriate prior to release.
- iv) Submit a comprehensive operating budget request to the budget Committee, yearly, on the date specified by that committee. Assure adherence to the approved budget. Any possible and necessary overrun must be reported to the Budget Committee immediately.

- d. Playbill Advertising: Establish a program for the active solicitation of advertising for LTA publications. Secure contracts and bill advertisers. Contracts are to be paid in full at the time of signing. Provide advertiser information to the Business Office and the Playbill Editor. Rates for advertising are subject to the approval of the Board of Governors. (See FEE SCHEDULE).

**J. GOVERNOR FOR SEASONAL PLANNING**

- 1. Title: Governor for Seasonal Planning
- 2. Areas of Responsibility

This governor shall be responsible for managing the seasonal planning functions of LTA, which shall include the One Acts, the Director/Producer Selection Committee, Awards Committee and seasonal publications within the framework of approved policies and procedures and according to the Bylaws of the Corporation

- 3. Detailed Responsibilities:
  - a. Serves as an ex-officio member of the One Act play reading committee and the Director/Producer selection committee. Be responsible for providing committee chair with budgets, an act as liaison to the Board of Governors.
  - b. Submit a comprehensive operating budget request to the Chair of the Budget Committee yearly, as specified by that Committee. Said budget shall include requirements for the Director/Producer Selection Committee, Awards Night, and the One Act Play Reading Committee. Assistance of the Director/ Producer Selection Committee and the One Act Committee will be helpful in budget preparation.
  - c. Serves as ex-officio member of Awards Committee; plan, budget and coordinate Awards Night, including awards, entertainment, and provisions.
  - d. Coordinate with the Business Manager to provide form for Awards nominations to Producer of each show one month before Opening Night, collect completed form by Double Tech, and provide nomination information to the Judges.
  - e. Coordinate with the Governor for Production to prepare the season calendar, including main-stage productions, One Acts, education showcases, membership meetings and parties, with input from appropriate other Governors. Present to the Board of Governors for approval.
  - f. With the approval of the Board of Governors, select, or serve as representative of LTA in NVTA affairs, and disseminate information to members relating to said affairs as long as LTA retains membership in the organization.
  - g. Coordinate and schedule all the offsite performances of the play reading outreach group.

**K. GOVERNOR FOR TECHNICAL SUPPORT**

- 1. Title - Governor for Technical Support
- 2. Areas of Responsibility

This Governor is responsible for all technical aspects in the areas of lights, sound/intercom, rigging, shop, stage managers' equipment (video monitor), paint, special effects and projectors. This Governor is also responsible for everything in and around the stage.

3. Detailed Responsibilities:

- a. Select and appoint a staff for the following technical functions within the Theatre: lights, sound/intercom, rigging, shop, stage managers equipment (video monitor), paint, special effects and projectors.
- b. Oversee the care and maintenance of equipment in the following work spaces: stage area, shop, lighting and paint rooms, sound and light booths. Replace supplies in each area as required, and assure proper housekeeping is maintained.
- c. Assure that approved policies for security and technical safety are known and adhered to by members of the staff.
- d. Coordinate closely with the Governor for Production all activities within the Division.
- e. Attend and ensure attendance by appropriate staff members at all production meetings.
- f. Coordinate directly, or through staff members, with the Governor for Education on any class work, seminar, or intern program established by the Education Division in technical areas.
- g. Submit a comprehensive operating budget request to the Chair of the Budget Committee, yearly, on the date specified by the Committee. Said budget request shall also include requests for funds for immediate or future capital expenditures. Adhere to the approved budget. Any possible and necessary overrun must be reported to the Board of Governors immediately.
- h. Attend all strikes and ensure the attendance of appropriate staff persons.
- i. Maintain contents of the shared off-site storage location in coordination with the Governor of Artistic Support.
- j. Observe and report maintenance issues concerning off-site storage to Business Manager.